

State of Wisconsin\Government Accountability Board

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KEVIN J. KENNEDY
Director and General Counsel

MEMORANDUM

TO: Printers of Election Forms

FROM: Diane Lowe, Lead Elections Specialist
Government Accountability Board

DATE: May 18, 2016

SUBJECT: Envelope Revisions--Absentee Ballot Application/Certification (Series GAB-122)
and Absentee Ballot Mailer (Series GAB-120)

Note: The newly-revised GAB-122 series envelopes are for use beginning with the November 8, 2016 General Election and may not be made available for order until August 1st.

Background

Recent legislation has made it necessary to revise the envelope templates listed above and included as attachments to this memo. These changes are in effect starting with the November 8th General Election and include the removal of the language "***CAST BY AN ABSENTEE ELECTOR UNDER S. 7.515, WIS. STATS., AND MAY BE ELIGIBLE TO BE COUNTED AFTER ELECTION DAY,***" from the address side of the GAB-122 and GAB-122m envelopes and the addition to the certificate of the requirement that an absentee ballot witness is required to provide his or her address. I have also incorporated several minor clerk suggestions and added some emphasis language to the certificate. Additional modifications are described below:

Modifications-Address Sides

In addition to the removal of the § 7.515 language on the address side of the GAB-122 and GAB-122m envelopes, it was also necessary to remove the clerk instruction language* from the GAB-122 No FIM and GAB-122 FIM A, due to the size and placement of the Official Election Mail logo (OEM). The GAB-122m FIM B, GAB-122 FIM C and GAB-120m still contain this language. Further explanation follows in the next section of this memo.

*Clerk Instruction Language =

- *THIS ENVELOPE TO BE USED BY VOTER FOR RETURN OF MARKED BALLOT TO MUNICIPAL CLERK*
- *CLERK SENDING OUT ABSENT VOTER'S BALLOT WILL INSERT HIS/HER OWN OFFICIAL RETURN ADDRESS HERE.*

Official Election Mail (OEM) Logo

The size (medium) and placement of the OEM logo on the revised envelopes has been approved by the USPS. The following guidelines must be strictly applied.

- The size of the logo may not be modified.
- The logo must be printed in black, blue or red. **For consistency please use black.**
- Print the stripes/waves at 40 percent.
- The logo must have ¼ inch clear area surrounding it.
- The logo must be printed on a light colored (white) background.

Placement of the logo on the GAB-122 NO FIM and FIMA and the GAB-120

These envelopes do not contain the postage prepaid indicia and are subject to cancellation by postal equipment. The cancellation marks may not encroach on the logo.

- The logo must be placed at least 4.75 inches from the right edge of the envelope and at least 1.25 inch from the top edge of the envelope.
 - These dimensions include the ¼ inch clear area.

Placement of the logo on the GAB-122m FIM B and FIM C and the GAB-120m

These envelopes contain the postage prepaid indicial and are not subject to cancellation by postal equipment. Therefore, the only requirement is the ¼ inch clear area surrounding the logo.

I have attached the section of the Domestic Mail Manual (DMM) regarding the EOM logo for your information.

Information Regarding FIM Bars (in case clerks ask)

The Facing Identification Mark (FIM) is the mark consisting of a series of vertical lines located in the upper right corner of the envelope near the area where postage is placed. FIMs are used only on *reply mail* (the GAB-122 and GAB-122m envelopes). The type of FIM required depends upon the method used by each individual municipality for return mail. It is the responsibility of each municipal clerk to ensure the Absentee Certificate Envelopes printed for use in their municipality contain the appropriate FIM.

Below is a brief description of the usage of each of the four GAB-122 envelopes:

GAB-122 FIM A

- This is the Absentee Certificate Envelope used for nonmilitary voters.
- The **FIM A** template is appropriate *if you*
 - ✓ use Courtesy Reply Mail (CRM), Meter Reply Mail (MRM) or you simply place a stamp on the envelope, **AND**
 - ✓ *use a preprinted delivery point barcode*

NOTE: Do not use FIM A if not barcoding.
*Please see usage for **GAB-122 NO FIM.***

***GAB-122 NO FIM**

- This is the Absentee Certificate Envelope used for nonmilitary voters.
- The **NO FIM** template is appropriate if you
 - ✓ use Courtesy Reply Mail (CRM), Meter Reply Mail (MRM) or you simply place a stamp on the envelope, **BUT**
 - ✓ *do not use a preprinted delivery point barcode*

GAB-122m FIM B

- This is the Absentee Certificate Envelope used for military voters.
- The **FIM B** template is appropriate if you
 - ✓ use Business Reply Mail (BRM) *without* a preprinted BRM ZIP+4 barcode.

GAB-122m FIM C

- This is the Absentee Certificate Envelope used for military voters.
- The **FIM C** template is used for Business Reply Mail (BRM) *with* a preprinted BRM ZIP+4 barcode.

Clerks should contact the MDA Support Center at MDA@usps.gov or 855-593-6093 if they are unsure about the FIM appropriate to their situation.

If you have questions with respect to the information in this memo, please contact me.

cc: Dennis Wenzel, Bear Graphics
Scot Lange, JP Graphics
David Howell, Roto Graphic Printing
G.A.B. Election Administration Team

Attachments (9)

DMM OEM Logo section
GAB-122 Certificate (landscape)
GAB-122 Certificate (portrait)
GAB-122 No FIM
GAB-122 FIM A
GAB-122m FIM B
GAB-122m FIM C
GAB-120
GAB-120m